

GENERAL INFORMATION ON THE ENCLOSED FORM 18

Provided by the Ombudsmen Program, N.C. Industrial Commission

1. What does a Form 18 do?

A Form 18 establishes a legal claim of injury on your behalf if filed within two years of the date of injury or occupational disease, and gives the required written notice to the employer if a copy is submitted to the employer within 30 days of the injury. The employer is required by law to file a Form 19 if the employee misses more than one day of work due to the injury or if the medical bills exceed \$2,000.00. However, the employer's filing of Form 19 does not satisfy the employee's obligation to file a claim. In order to ensure the employee's rights are protected, the employee must file a Form 18 even though the employer may be paying compensation or the Industrial Commission may have opened a file for the injury.

2. Who should the Form 18 be sent to?

The original Form 18 should be submitted to the Industrial Commission. The injured worker should keep one copy for his/her records and one copy should be submitted to whoever the employer was at the time of the injury.

3. What numbers do I write in the upper right corner?

You do not need to fill in the spaces on the upper right corner of Form 18. If you know that your employer has already filed a report of injury, (Form 19) and you know what your I.C. File Number is, (Industrial Commission), you may write the number in the "I.C. File No." space. If you do not already have an IC File Number, the Industrial Commission will assign one upon receipt of the Form 18. The other three spaces, "Emp. Code No.," "Carrier Code No.," and "Employer FEIN" are for internal use only.

4. What if I don't know whom my employer's insurance carrier is?

If you do not know who the employer's insurance carrier is you may either ask your employer for the information, call the Industrial Commission's Statistics Section at 1-800-688-8349 or leave the line blank.

5. What date should I write for when my disability began?

For Workers Compensation purposes, your disability begins on the first day that you are unable to earn a full day's wages due to the injury. If your employer pays you for the entire day on the day you were injured, write the first day that you were unable to earn wages due to the injury.

6. What happens after I file Form 18?

The Industrial Commission will mail an acknowledgement letter to you after your Form 18 is processed. Processing time varies according to current workloads. The Industrial Commission will also mail a copy of the acknowledgement letter to the employer or its workers' compensation insurance carrier asking them to contact you and inform you if compensation will be paid to you voluntarily.